



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
**DIVISION OF ACCOUNTING**

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**M E M O R A N D U M**

**TO:** All Department and School Fiscal Officers

**FROM:** Trisha L. Neely, Director

**DATE:** October 11, 2006

**SUBJECT:** **Additional Classes for DFMS-MOBIUS REPORTS TRAINING**

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Because of the high demand for the DFMS-Mobius Reports Training Class, two classes have been added to the schedule. Classes are approximately two hours in length and will be conducted at the DTI Computer Lab, 801 Silver Lake Plaza, William Penn Building, in Dover on the following dates:

- October 16, 2006 from 9 to 11 AM
- October 16, 2006 from 2 to 4 PM

This course is structured for new DFMS report users or for those needing refresher training. The course will cover: viewing reports, downloading data by using centrally defined policies (procedures that extract data from reports), and creating policies for advanced users.

To ensure your seat in one of these classes, please complete and return the attached registration form by October 12<sup>th</sup>.

Attachment

## ATTACHMENT

### DFMS Reports User Training Form

Complete the form below with all information for your DFMS users. **Please be sure to enter the 6-digit budget unit agency number for your agency and YOUR 7-DIGIT phone number.**

**NOTE:** Use the TAB key, NOT the ENTER key to advance to the next field. No abbreviations, please.

*To add more attendees (lines), place your cursor on the far right (outside the grid box) and press return.*

First Name	Last Name	Organization Code	Phone	DFMS ACF2 Log-on	Training Date
Example:					
Molly	Smith	25-05-01	744-1035	FFMSLAB	9/25

**Return this form by “Close of Business” October 12, 2006:**

[Lewis.Brooks@state.de.us](mailto:Lewis.Brooks@state.de.us)

*For those without Internet or electronic file transfer capability, fax your form to:*

**FAX # 302-744-1045**

**All classes will be held at the Department of Technology and Information (DTI), 801 Silver Lake Plaza, William Penn Building, Dover. If you need directions or have questions, please contact Lewis Brooks at 302-744-1039.**

Other points of Contact for Mobius training:

- [Henry.Greene@state.de.us](mailto:Henry.Greene@state.de.us) or phone 302-739-9520 for installation or technical training issues.
- [Jerry.Minner@state.de.us](mailto:Jerry.Minner@state.de.us) or phone 302-744-1062 for security access and functional issues.